

# Retention and Classification Report

**Agency:** Midway (Utah) (646)

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**Records Officer** Brad Wilson

14853	Council minutes
14857	Ordinances
14852	Planning Commission minutes
14858	Resolutions
14901	Waterwork general ledgers

**AGENCY:** Midway (Utah)

**SERIES:** 14853

3

**TITLE:** Council minutes

**DATES:** 1898-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14857

3

**TITLE:** Ordinances

**DATES:** 1961-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Midway (Utah)

**SERIES:** 14857

**TITLE:** Ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14852

3

**TITLE:** Planning Commission minutes

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are of meetings and hearings held by the Planning Commission. This commission decides on matters concerning zoning and master plan considerations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14858

3

**TITLE:** Resolutions

**DATES:** 1971-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 04/26/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Midway (Utah)

**SERIES:** 14858

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midway (Utah)

**SERIES:** 14901

3

**TITLE:** Waterwork general ledgers

**DATES:** 1963-

**ARRANGEMENT:** Chronological by receipt and disbursement

**DESCRIPTION:**

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

**AUTHORIZED:** 05/11/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 4 years.

Microfilm duplicate: Retain in Archives for 4 years.

**APPRAISAL:**



**AGENCY:** Midway (Utah)

**SERIES:** 14901

**TITLE:** Waterwork general ledgers

(continued)

**PRIMARY CLASSIFICATION:**

Public